



CITY OF LEON VALLEY
INTEROFFICE MEMORANDUM

DATE: September 1, 2016
TO: Mayor Chris Riley and City Council Members
FROM: Kelly Kuenstler, City Manager
SUBJECT: Pre City Council Meeting Report

Human Resources

- One vacant Detective Position
 - We will begin re-advertising September 6, 2016
- Welcome back Alex King! Alex King was one of our patrol officers who resigned in November 2015, after 10 years of service. He applied for the Corporal position and was rehired.
- One vacant Assistant Finance Director.
 - The initial applicant declined the job offer, currently re-interviewing applicants
- Police Chief was hired, Joseph Salvaggio - his first day of employment is September 15, 2016
- Preparing for health insurance open enrollment

Public Works

- Kinman House construction continuing this week, with new exterior doors and completion of deck. Flooring and cove molding being ordered for kitchen area, equipment list being shopped.
- The Fall Large item pickup is scheduled for the period of Sept. 5th to the 16th – notice has been placed in the newsletter and will be posted on the website and on the Facebook account. A notice will also appear on the August water bill and postcards are being developed for mailing.
- 2nd Neighborhood Renewal Program is scheduled for September 17th and the Old Mill Subdivision will be targeted again
- The City Engineer is developing plans for the Bandera Road at Huebner Creek sewer rehabilitation – line is exposed and in danger of severing. He will also be developing plans to connect homes along Locker Lane to sewer main.
- Evers Road sidewalk project well underway – finishing up at the library crosswalk.
- Working on revisions to Article 6, High Grass, Weeds, Debris and to Animal Control Code
- Repairing/replacing sidewalks along Horsetail and replacing curb on Sulky
- Working on jog path at Silo Park
- The City is aware that some of the City-owned right-of-ways and public grounds are currently overgrown. The Public Works crews are working tirelessly in trying to keep up with these spaces, but due to the recent heavy downpours, flooding, and showers, we have been delayed. We ask for your patience, as some of the areas we mow must be completely dry in order for them to be cut.

- Continuing our regular mosquito spraying schedule, this is every two weeks. The last spray was completed on August 26, 2016.

Police Department

- Officer assisted LV Fire Dept. by issuing a citation to a citizen for unlawful burning within the city limits.
- Male subject transported for mental evaluation after a disturbance with his mother.
- Reserve officer was involved in a 1 vehicle accident. Officer was not seriously injured, resulted in a total loss of the police vehicle.
- Corporal Position was filled with Officer Alex King. He is currently assigned to evening patrol.
- Individual jumped off the overpass onto Bandera Rd., resulting in death.
- First week of school went without any traffic related incidents involving children walking to/from school.
- Facebook for PD has had several new stories added the past two weeks, we have added over 600 new contacts.

Fire Department

- **September 11th Memorial Climb** – 14 Leon Valley Firefighters and Police Officers have registered and committed to participate in the annual September 11th memorial climb at the Tower of Americas in downtown San Antonio. Leon Valley's 1st Responders will be carrying an identification tag of a fallen New York Firefighter or Police Officer with other 1st Responders from the area. The event memorializes the tragic events that unfolded on September 11th, 2001. All proceeds raised at this event support the *Rotary Firefighters Home*. <http://www.rotaryfirefightershome.org/>
- **Fire Engine Update** – Firefighter Eric Burnside and Engineer Jaaron Thomas will be flying to Columbus Ohio on September 14th to perform a final inspection of the new fire engine at the *Sutphen Corporation* headquarters. If all acceptable, the new fire engine will be delivered the following week to Leon Valley where it will be outfitted for service. The department's goal will be to display it during National Night Out!
- **Fire Prevention** – Firefighters are quickly filling the October calendar with special fire prevention events throughout our schools, daycares, businesses, and homes. This year's theme is, "Replace smoke detectors every 10 years", and two smoke detector *drives* have also been scheduled at Pavona Place and El Verde Rd.

Community Development

- The City of Leon Valley purchased two Oak Wilt treatment kits. One will be for Public Works to treat impacted trees on City Property and the other will eventually be available for residents in the identified Oak Wilt area to checkout.
- The Zoning Commission recommended approval of a Specific Use Permit for a Tail Waggers Dog Daycare at 5407 Bandera Road, Suite 117.
- The Board of Adjustment considered an appeal for 6565 Bandera Road on behalf of the Seneca Ballroom, and the Board of Adjustment denied their request and determined that the use was a Dance Hall, and not a Dining Room.
- At its September meeting, the Zoning Commission will be considering a Specific Use Permit for the Manuel Vidrio Sports Complex at 5504 Shadow Mist; and a Specific Use Permit for a Stripes Convenience Store at the southeast corner of Bandera and Seneca.
- Grandparents Day is right around the corner and we want to encourage our Grandparents to come out and enjoy the Beethoven Concert at the Community Center on September 11th at 2:30.

Library

- Looking into scheduling free Affordable Health Care Act informational meetings with the Daughters of Charity Services to educate and help residents find the best choices for them. Will also aid in applications for WIC, food stamps, CHIP. 100% free
- Blog : working on starting a library blog with happenings in the library, book releases, author info and interviews, guest bloggers, library technology and anything else library related. Will be linked through our website.
- Storytime for Fall 2016 is starting in September. Two story times each week; Wednesdays and Thursdays both at 10:30 am.

Communications

- Continued planning for Ciclovía in Leon Valley on Saturday, October 29, 2016, from 9am to 2pm in collaboration with the YMCA of Greater San Antonio, the Halloween Party at the Library, the NWSC Trash and Treasure, and Arbor Day Festivities by the Tree Advisory Board. Planning and coordination for this event continue. The event is being well received and HEB is sponsoring 80 cases of water and \$1,000. Also looking to solidify event partnerships: volunteers from LDS Church, overflow parking lot areas, and notifying business owners in the corridor of street closures.
- Investigating Mobilitie and Google Fiber in terms of how other cities are permitting them, whether franchise agreements are involved and Public Utility Commission regulations.
- Two (2) new In kind grants were received and will be processed in preparation for Council consideration as soon as possible.
- Uploading new photos to dedicated Revize website to begin website changes. The goal is to keep up with the changing look and accessibility of City/public information.
- Maintaining FaceBook posts: new Police Chief, Job Fair, Grandparents Day, National Night Out date change, mowing and mosquito spray updates, and much more.
- Maintaining informational updates to the City website.
- Investigating CDBG grant opportunities.
- Working with Economic Development on City marketing possibilities.
- Continued assistance to Community Development projects.
- The upgrade to the electricity in the park is COMPLETED. It was a major accomplishment after all the process requirements by CPS Energy. This project should have been completed in July 2016 – but CPS Energy changed their installation process and it was delayed until now.
- Staff is receiving newsletter articles for the next edition of the Lion's Roar newsletter. We are looking forward to working with the new vendor. Please continue sending articles.

City Secretary

- Continue working with board liaisons to get current minutes posted to the website.
- Conducted a **PARLIMENTARY PROCEDURES AND OPEN MEETINGS** training to all directors, board liaisons, City Council Members, boards, commissions and committee members. There were 43 attendees.
- In the last four weeks, the City Secretary's Office has received 18 open record requests.
 - Those requests were for personnel information (x1), restaurant inspections (x1), CoSA PD background information (x2), contracts (x1), permit inquiries (x2), police/accident reports (x5), police investigation information (x1), Animal registration (x1), emails/texts (x1) and Municipal Court records (3) .
- Ongoing Projects:
 - Re-codification of the City's Code of Ordinances
 - Leon Valley Contract Inventory
 - Preparing for a shred event of "expired" records throughout every department

Upcoming Events:

- Regular City Council Meeting begins at 7:00 p.m. Tuesday, September 6, 2016, in the Leon Valley City Council Chambers.
- Upcoming Important Events:
 - September 11, 2016 Grandparent's Day Concert at 2:30 p.m. in Leon Valley Community Center
 - October 02, 2016 National Night Out in Leon Valley
 - October 04, 2016 Regular City Council Meeting has been rescheduled to October 03, 2016 due to the Texas Municipal League Annual Conference.
 - Coffee with the Mayor and City Council, Saturday, October 22, 2016, 9:00 a.m. to 11:00 a.m. at the Leon Valley Conference Center.
 - November 05, 2016 Texas Recycles Day from 9:00 a.m. until 1:00 p.m. at Leon Valley Public Works.
 - Tree Advisory Board Meeting September 12, 2016 at 6:00 p.m. at City Hall.
 - Library Board of Trustees Meeting September 13, 2016 at 5:30 p.m. at the Leon Valley Public Library.
 - Park Commission Meeting September 13, 2016 at 7:00 p.m. at the Conference Center.
 - Earthwise Living Committee Meeting September 14, 2016 at 5:30 p.m. at the Public Works Service Center.